

MADERA COUNTY
EQUIPMENT SHOP SUPERVISOR

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for the Road Department equipment maintenance and repair functions; to perform a variety of skilled heavy and road equipment and maintenance repair work; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for the Road Department equipment maintenance and repair functions; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; schedules preventive maintenance programs and maintenance and repair work; purchases parts, supplies, and shop equipment; oversees the maintenance and updating of parts inventory records; provides advice and assistance on specifications for County road equipment purchases; assists with budget development, preparation, and expenditure control; inspects and locates mechanical defects; determines the extent of necessary repairs; performs the full range of equipment repairs; makes estimates of equipment and body repair costs; authorizes outside repairs of equipment when necessary; issues State Vehicle Inspections; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence.

OTHER JOB RELATED DUTIES

Road tests repaired equipment; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of a heavy and road equipment maintenance and repair shop.

Methods, tools, materials, and equipment used in heavy equipment servicing and repair.

Principles and methods of preventive maintenance programs.

Safe work practices.

Principles of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Principles of shop management.

Skill to:

Operate a variety of vehicles, equipment, and tools used in heavy and road equipment maintenance and repair safely and skillfully.

Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of assigned staff .

Supervise, train, and evaluate assigned staff.

Diagnose mechanical problems with skill and accuracy.

Estimate time, labor, and materials costs for major mechanical maintenance and repair projects.

Establish and administer comprehensive preventive maintenance programs.

Perform the most advanced and technical maintenance and repair work.

Design and fabricate tools and equipment.

Establish training and work safety programs.

Order and maintain adequate inventories of parts and supplies.

Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Maintain records and prepare reports.

Assist with the development and preparation of the assigned budget and control of expenditures.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible work experience performing maintenance, repair, and overhaul of a variety of heavy and road equipment including at least one year in a lead or supervisory capacity.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in heavy equipment maintenance and repair principles and practices.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards.

Effective Date: May, 1995